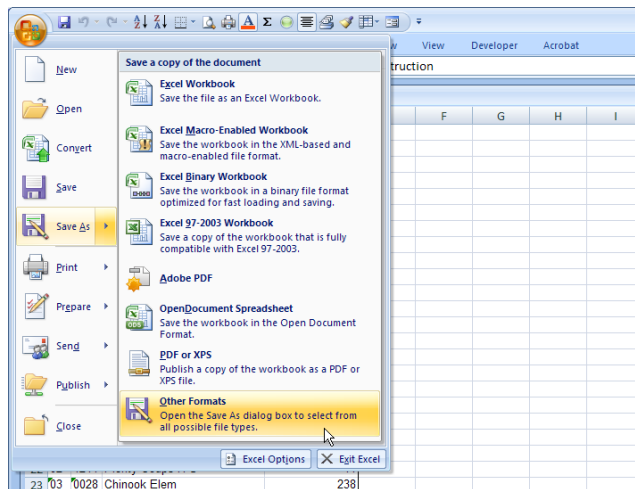


How to Export an Excel 2007 Spreadsheet to a CSV File

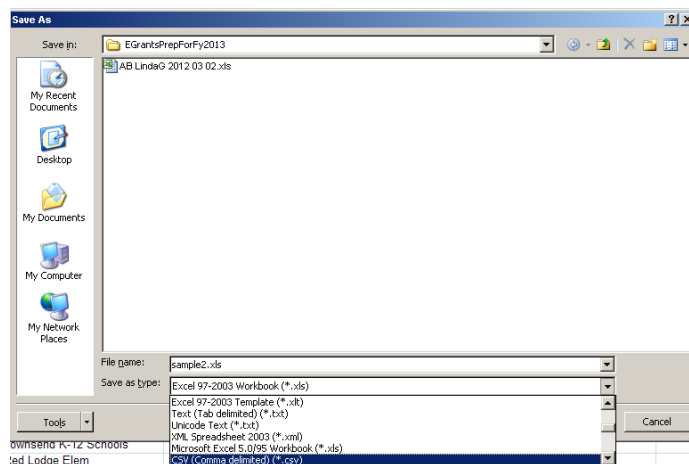
Create your Excel spreadsheet with the data field columns in the same order as the file format you received from OPI. CSV stands for Comma-Separated Values, so you can't have any commas in your data fields when you convert to CSV. Do a Find and Replace to change any commas in your data to spaces. The CSV file does not need a header row. You can delete that row from your spreadsheet before creating the CSV file, or delete it from the CSV file after the conversion.

Make sure you have saved your Excel file before you begin the conversion to CSV.

Step 1: Click on the Office button in the upper left-hand corner of Excel. Select **Save As** and then choose **Other Formats**.

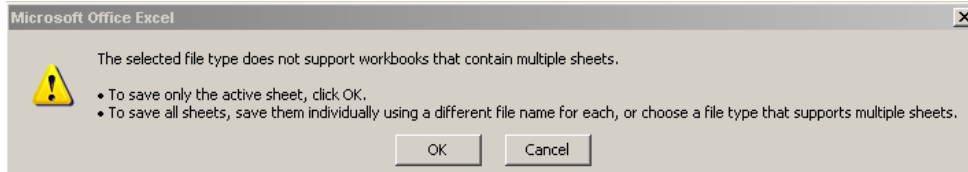


Step 2: In the **Save As** window that will appear on your screen, choose **CSV (Comma delimited) (*.csv)** from the **Save as type** drop down field. Pick any name for your file and then click the **Save** button. *Note: It's okay to use the same name for both the CSV and the XLS or XLSX file – you'll still be able to distinguish between the two by looking at the file extension.*

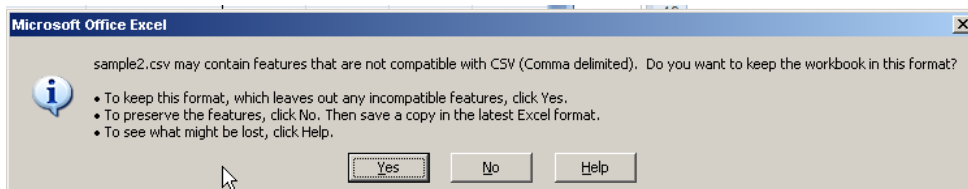


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It's also important to note that you can only export one spreadsheet to a CSV file at a time. If your Excel workbook contains multiple spreadsheets that you would like to export, you'll have to handle each one individually. These are the message you will get when you click Save.



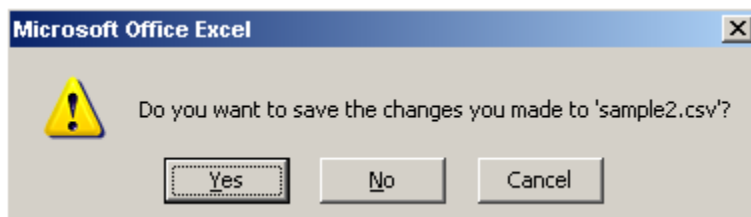
Click **OK**.



Click **Yes**.

The new csv file will be saved to your designated location.

When you close the spreadsheet, you will get this message:



Click **No**.

Step 3: You can open the newly created CSV file in a text editor such as Notepad. Navigate to wherever you saved it, right click on the file and choose Open with..., Choose Program, and then select Notepad from the list. The file opens in comma delimited format. Delete the header row if you didn't delete it before creating the file.

You can also open the file in Excel, but there is a formatting issue with that. If you have a field with leading zeroes, say your Le is 0035, Excel will strip the leading zeroes and display just 35. If that happens, close the file without saving; that way your leading zeroes will still be present in your .csv file.

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